United States Department of the Interior

BUREAU OF LAND MANAGEMENT California State Office 2800 Cottage Way, Suite W1834 Sacramento, CA 95825-1886 www.ca.blm.gov

April 18, 2005

In Reply Refer To: 1550(P) CA-912

EMS TRANSMISSION: 4/18/05

Instruction Memorandum No. CA-2005-033

Expires: 9/30/2006

To: All Employees

From: Deputy State Director, External Affairs

Subject: Duplicating/Printing Services Semi-Annual Report DD: 4/28/05

If you have purchased duplicating/printing services using a government issued credit card or through any other means outside the Government Printing Office (GPO), you are required to complete the attached Commercial Printing report. This includes all duplicating, printing, binding, silkscreen items, and large duplication projects. Any Bureau of Land Management employee that made a printing procurement from a commercial source **must** report this activity on the JCP Report No. 2. All transactions concerning printing procured from commercial sources must be reported regardless of cost. Jobs printed under GPO waiver must also be reported. Please FAX your report for the period covering October 1, 2004 through March 31, 2005, to External Affairs (916) 978-4620, Attn: AJ Ajitsingh, no later than April 28, 2005.

Title 44, Section 501, of the U.S. Code requires that **all** printing and duplicating services be procured through the GPO. For additional information, contact Mary Lou at (916) 978-4612 or AJ Ajitsingh (916) 978-4623.

Signed by: Tony Staed DSD, External Affairs Authenticated by: Richard A. Erickson Records Management

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JCP Form No. 2 (1 pg)

http://web.ca.blm.gov/cf/Forms/misc/JCP.FormNo2.PDF

(Control key + left click)

COMMERCIAL PRINTING REPORT

JCP FORM NO. 2 (REV. 3-71)

Department headquarters shall submit two copies to the JOINT COMMITTEE ON PRINTING within 30 days after the close of each fiscal quarter. Report all composition, printing, binding, and blank-book work procured from commercial sources through department contracts during such period. Do not include work procured through GPO sources in this report. Do not include tabulating cards or printed envelopes ordered through GSA contracts, or rebinding publications of any description. Use additional sheets if necessary.

NAME OF DEPARTMENT OR AGENCY	NAME OF SERVICE			CITY AND STATE				FOR PERIOD ENDING	
DESCRIPTION (List each job separately)		JCP or GPO waiver number and date (if applicable)	number and date of copies			Number of pages per copy	Style of binding (if any)		Total cost, including paper
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